

SAM—REAL ESTATE SERVICES DIVISION

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SAM—REAL ESTATE SERVICES DIVISION

REAL ESTATE SERVICES DIVISION

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1300

(Revised 06/05)

The Department of General Services (DGS), Real Estate Services Division (RESD) offers a full range of real estate and property management services to all state agencies. RESD is dedicated to providing effective, high quality and value-added services to our customers and incorporates all organizational elements necessary to provide these services to customers.

The Real Estate Services Division's Customer Account Management Branch (CAMB) is the initial point of entry for real estate services. To request real estate services other than leasing of privately owned space, agencies submit a Real Estate Service Request form, STD. 29, to the CAMB (SAM Section 1305). To request leasing of privately owned space, or request a change in or alteration of state-owned space, agencies submit a Space Action Request form, STD. 9 to CAMB. To request architectural, engineering, or construction management services, contact CAMB directly. To obtain copies of STD. Form 29 and STD. Form 9 contact the CAMB at (916) 376-1800, or CALNET 480-1800.

Additional information on the RESD's services and operations may be obtained from the RESD home page located at <http://www.resd.dgs.ca.gov/>. If you wish to write or call us, our mailing address and telephone number are:

Real Estate Services Division
Customer Account Management Branch
707 Third Street, 6th Floor
West Sacramento, CA 95605
(IMS Code Z-1)

Telephone: (916) 376-1800 or CALNET 480-1800
Facsimile: (916) 376-1780 or CALNET 480-1780

The address and telephone number of each RESD branch can be found in their respective SAM section.

ORGANIZATIONAL STRUCTURE

1301

(Revised 06/05)

The organizational structure for the RESD is composed of the Deputy Director, Assistant Deputy Director and seven Branches:

Customer Account Management (CAMB)	<i>SAM Section 1305</i>
Asset Planning and Enhancement (APEB)	<i>SAM Section 1310</i>
Project Management (PMB)	<i>SAM Section 1315</i>
Professional Services (PSB)	<i>SAM Section 1320</i>
Construction Services Branch (CSB)	<i>SAM Section 1328</i>
Building and Property Management Branch (BPMB)	<i>SAM Section 1330</i>
Business Operations, Policy and Planning Branch (B).	<i>SAM Section 1335</i>

(Continued)

RESD Branches and their Functions

Customer Account Management Branch (CAMB)	CAMB is the initial point of contact with the customer and is the single point of entry for requesting any new services. The CAMB is the primary interface between customers and RESD. Customer Account Managers are assigned to one specific customer or group of customers. They represent the needs of that customer to the Division, and the full services of the Division to the customer, throughout the real estate process.
Asset Planning and Enhancement Branch (APEB)	APEB has overall responsibility for managing the performance and maximizing the value of the state's real estate assets. APEB also provides regional and facility planning services which present strategies for most effectively meeting the state's office space needs.
Project Management Branch (PMB)	The PMB delivers capital projects and major leasing projects within the scope, budget, and schedule that meet the facilities requirements of clients. Project Directors will manage certain projects. Each Project Director has overall responsibility for all project activities once a project is defined. They are responsible for seeing a project through from beginning to end, regardless of project size or type. The Project Directors assemble resources for their projects from the RESD Professional Services Branch and/or from outside consultants.
Professional Services Branch (PSB)	PSB includes all of the architectural and engineering services, space planning and interior design, leasing, lease management, real estate sales and acquisitions, environmental services, and other related competencies such as seismic retrofits, toxic site investigation and remediation.
Construction Services Branch (CSB)	The CSB is responsible for quality assurance, construction management, and inspection of construction to assure compliance with applicable codes and regulations. Other services include direct design and contracting services for projects meeting specific criteria.
Building and Property Management Branch (BPMB)	The BPMB is responsible for the day-to-day, onsite management, maintenance, and operation of DGS-controlled buildings. The BPMB also provides services to properties of other state agencies where geographic location allows economic and effective operations. The BPMB provides for building administration, operations, maintenance, cleaning services, grounds keeping, and repair activities necessary to support customer needs for buildings and grounds.
Business Operations, Policy and Planning Branch (BOPPB)	The BOPPB provides common functional support to the RESD's line activities for services not effectively provided at the department level. The focus is on service to the line organizations. Services include human resources, business services, contract administration, financial management and budgeting, customer billing, information systems, performance monitoring and reporting, continuous improvement and other general support.

CUSTOMER ACCOUNT MANAGEMENT BRANCH

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1305

(Revised 06/05)

The Customer Account Management Branch (CAMB) ensures customers of the Real Estate Services Division receive the best service possible. Customer Account Managers (CAMs) are the single point of entry for customers requesting new service and the primary liaison between the customer and RESD. They are assigned to one specific customer or group of customers and represent their needs to RESD. They provide information about the state's real estate processes and ensure the full services of RESD are available to the customer throughout the real estate process.

CAMs have a strong understanding of customers' business needs and RESD services. The CAMs assist the customer in defining their needs and ensuring that the appropriate division resources are used. CAMs respond to customer inquiries and issues regarding services being provided by the division and facilitate problem solving while acting as the customers advocate. For information about CAM agency assignments, call (916) 376-1800 or CALNET 480-1800.

A Space Action Request (Form 9) can now be submitted on-line. Contact your CAM to get started.

Additional information on CAMB's services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/resd/cam/main.asp>. If you wish to write or call us, our mailing address and telephone numbers are:

Customer Account Management Branch
Real Estate Services Division
707 Third Street, 6th Floor
West Sacramento, CA 95605
(IMS Code Z-1)

Telephone: (916) 376-1800 or CALNET 480-1800.
FAX: (916) 376-1780 or CALNET 480-1780.

ASSET PLANNING AND ENHANCEMENT BRANCH

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1310

(Revised 06/05)

The Asset Planning and Enhancement Branch (APEB) ensures the optimum use of the state's real estate assets to meet program needs and to derive the maximum value from the state's surplus property. APEB also provides regional and facility planning services which present strategies for most effectively meeting the state's office space needs.

The RESD's CAMB is the initial point of entry for requesting new services. Clients wishing to engage the services of the APEB should contact their RESD CAM or they may call the CAMB at (916) 376-1800 or CALNET 480-1800. For more information about CAMB, see SAM Section 1305.

Additional information on APEBs services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/resd/ape>. Our mailing address and telephone numbers are:

Asset Planning and Enhancement Branch
Real Estate Services Division
707 Third Street, 6th Floor
West Sacramento, CA 95605
(IMS Code Z-1)

Telephone: (916) 376-1829 or CALNET 480-1829
FAX: (916) 376-1833 or CALNET 480-1833

TERMS AND DEFINITIONS

1310.1

(Revised 06/05)

Capitol Area Plan. This plan is the official master plan, approved in statute, for development of state-owned property proximate to the State Capitol Complex and Capitol Park. Progress reports are submitted to the Legislature annually.

Major Metropolitan Regional Planning Areas. (1) Sacramento/East Yolo Counties (2) Los Angeles County (excluding Long Beach) (3) San Francisco Bay Area (4) San Diego County.

Other Regional Planning Areas. (1) San Joaquin Valley (2) Upper Sacramento Valley (3) South Central Coast (4) North Coast (5) Orange County (6) San Bernardino/Riverside Counties (7) Santa Clara/Contra Costa/East Alameda Counties (8) Long Beach.

ORGANIZATIONAL STRUCTURE

1310.2

(Revised 06/05)

The APEB is organized in two sections: (1) Portfolio Management, Long Range Planning, Policy and Standards Section, and (2) Asset Enhancement Section.

PORTFOLIO MANAGEMENT, LONG RANGE PLANNING, AND POLICY AND STANDARDS SECTION

1310.3

(Revised 03/06)

Portfolio Management Unit. Regional Portfolio Managers in this unit have expert knowledge of local commercial real estate markets. They are responsible for managing the state-owned and leased assets, initial review of proposed projects, implementation of the regional facilities plan, preparation of the rent rolls for DGS owned office buildings, and identification of unused or underutilized state assets. Four portfolio managers are assigned to the major metropolitan planning areas and the fifth portfolio manager has responsibility for the balance of the state. This unit also provides services related to the following policy that is strengthened and codified in Government Code Section 14682:

1. Existing state-owned or state-controlled space must be utilized before the leasing of additional space can be considered. Special requirements such as conference, hearing, and training rooms will be provided if suitable alternate facilities are not conveniently located or it is not economical to rent such facilities periodically.
2. When tenant agencies located in existing state-owned space vacate their premises, they are obligated to continue paying rent for this space until a new tenant can be assigned or until RESD can negotiate a mutual termination of the lease. If DGS generated the tenant's relinquishment they are not so obligated. Early notification to the RESD's CAM about the possible need to vacate space is encouraged to avoid unnecessary rental payments.

Long Range Planning Unit. Responsible for collecting information and projecting future state office space needs, developing regional plans and implementation strategies to meet the state's identified needs, preparing long-term forecasts of capital requirements for state facilities and preparing economic analysis for new projects. The regional facilities plans are updated annually for the major metropolitan areas and on a rotating schedule for the balance of the state. The Long Range Planning Unit also prepares individual facility plans, master plans and other planning documents at the request of individual client state agencies, the administration and the Legislature. These plans may include alternative office opportunities, transportation and parking issues, land use strategies, site planning, and facility massing alternatives.

Policy and Standards Unit. Identifies, reviews and consolidates the real estate and facility related policies and standards for the RESD. It works with all branches within the division, and its customers, to ensure a clear understanding of policies and standards. This unit works closely with the division's executive committee, assists in the development of new policies, and suggests appropriate revisions to existing policies and standards.

ASSET ENHANCEMENT SECTION

1310.4

(Revised 06/05)

The goal of the Asset Management Section is to achieve the comprehensive planned management of the state's diverse portfolio of real estate to ensure optimum use for the state's operations and maximum value from its excess property holdings. The staff is available to assist state agencies in developing comprehensive plans for their properties and in implementing various proactive asset management strategies and activities.

LOCAL GOVERNMENT ASSESSMENTS

1310.5

(New 06/05)

Pursuant to Article XIII C & D of the California State Constitution, California State Agencies may be subject to Assessments levied by local government agencies on real property that receives a special benefit. Said Articles were added to the Constitution as a result of Proposition 218 which received voter approval in the November 1997 election. The DGS developed SAM Section 1310.5 per Government Code Section 53752, which provided that compliance standards be developed to inform owners of state property of their duties and responsibilities with regard to Article XIII.

Existing law, Government Code Section 53752, prescribes specific procedures for notice, protest, and hearing for the levying of new or increased assessments by local government agencies pursuant to Article XIII D of the California Constitution. These statutory procedures supercede other statutory provisions applicable to the levying of these assessments and are subject to the approval process set forth in Section 4 of Article XIII D of the California Constitution.

Upon receipt of an invoice, statement, tax bill or other notification with a line item assessment or information pertaining to the development of an Assessment District, all State agencies are required to review the information and obtain its legal council's opinion in determining if the Assessment District was constituted pursuant to the procedures prescribed by law and further evaluate whether or not the state property within the District receives a special benefit. Agencies receiving bills from Districts constituted prior to 1996 should verify that the Districts have gone back and followed the procedures established in current law which would allow the State's participation. If the validity test is met, then the state agency which owns or controls the property is required to promptly pay its share of the assessment. Management Memo 04-19 Assessments Levied by Local Government Agencies describes the DGS policy with regards to Local Government Assessments.

http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM04_18.pdf

PROJECT MANAGEMENT BRANCH

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1315

(Revised 06/05)

The mission of the Project Management Branch (PMB) within the RESD is to deliver capital projects and major leasing projects within the scope, budget, and schedule that meet the facilities requirements of our clients. This may be done either through the capital outlay process or alternative forms of financing. The PMB is also responsible for the management of the design and construction of major capital outlay and major leasing projects.

The RESD's CAMB is the initial point of entry for requesting new services. Clients wishing to engage the services of the PMB should contact their RESD CAM or they may call the CAMB at (916) 376-1800 or CALNET 480-1800. For more information about the CAMB, see SAM Section 1305.

Additional information on PMB's services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/resd/pmb/main.asp>. If you wish to write or call us, our mailing address and telephone numbers are:

Project Management Branch
Real Estate Services Division
707 Third Street, 3rd Floor
West Sacramento, CA 95605
(IMS Code Z-1)

Telephone: (916) 376-1700 or CALNET 480-1700
FAX: (916) 376-1677 or CALNET 480-1677

CAPITAL OUTLAY PROJECTS

1315.1

(New 3/00)

The PMB manages the planning, design, and construction of projects that are the responsibility of the Director of DGS. The PMB also directs planning, design, and construction for facilities funded through means other than capital outlay.

The SAM Sections 6801 through 6899 provide a detailed explanation of PMB's role in the state's capital outlay process.

PROFESSIONAL SERVICES BRANCH

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1320

(Revised 06/05)

The Professional Services Branch (PSB) provides quality, cost effective, and timely professional real estate and property management services to all state agencies. These services include architectural and engineering services, space planning and interior design, leasing and lease management, real estate sales, appraisals, and acquisitions, environmental services, and other related competencies such as seismic retrofits and toxic site investigation and remediation. The RESD's CAMB is the initial point of entry for requesting new services. Clients wishing to engage the services of the PSB should contact their RESD CAM or they may call CAMB at (916) 376-1800 or CALNET 480-1800. For more information about the CAMB, see SAM Section 1305.

Additional information on the PSB services and operations may be obtained from our home page located at <http://www.dgs.ca.gov/resd/psb/main.asp>. You may also contact PSB at:

Professional Services Branch
Real Estate Services Division
707 Third Street, 4th Floor
West Sacramento, CA 95605
(IMS Code Z-1)

Telephone (916) 375-4700 or CALNET 480-4700
FAX: (916) 375-4704 or CALNET 480-4704

ORGANIZATIONAL STRUCTURE

1320.1

(Revised 06/05)

The services provided by the six section of the PSB are as follows:

Design Services Section. Provides architectural, engineering, space planning, and interior design services. See SAM Section 1321 for more details.

Real Estate Leasing and Management Section. Provides services to assist state agencies in acquiring leases for office, warehouse, labs, and other specialized facilities in privately owned buildings. These services also include lease negotiation, execution and lease management services. See SAM Section 1322 for more details.

Real Property Services Section. Provides appraisal, appraisal review, and acquisition services to state agencies, and executes the sale of surplus state-owned property. See SAM Section 1323 for more details.

Cost Engineering Section. Provides project estimating, scheduling, and cost analysis. This section is responsible for receiving and tracking all projects brought to the PSB. See SAM Section 1324 for more details.

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ORGANIZATIONAL STRUCTURE

1320.1 (Cont. 1)

(Revised 06/05)

Environmental Services Section. Provides a full range of environmental planning services including environmental documents required by state and federal laws; preparation of site investigation and selection studies (sensitive species, land-use compatibility, geotechnical, traffic, etc.); environmental restoration studies; assistance with public consultation and workshops; and obtaining project development permits. This section has the capability of providing environmental documents as required by the California Environmental Quality Act and the National Environmental Policy Act on a wide variety of capital improvement projects and related activities. See SAM Section 1326 for more details.

Special Programs Section. Provides programs for hazardous materials assessments of facilities and structures with emphasis on mitigation of asbestos, PCB, underground storage tanks, and other toxic materials. The seismic unit administers legislatively mandated seismic programs. See SAM Section 1327 for more details.

DESIGN SERVICES SECTION

PROGRAM SUMMARY, RESOURCES AND CONTACTS

1321

(Revised 06/05)

The Design Services Section (DSS) is the state's in-house planning, architectural and engineering organization. Its mission is to ensure quality, cost effective and timely architectural, engineering, space planning, and other related services as requested by client agencies.

TRANSFER OF FUNDS TO THE ARCHITECTURE REVOLVING FUND (RESD FORM 22)

1321.1

(New 3/00)

For clients using the Architecture Revolving Fund (ARF), the client agency must first transfer the funds to the ARF via RESD Form 22 before design and construction support services can be provided. Your CAM can help you with this process.

REQUEST FOR PROJECT UNDERTAKING BY STATE AGENCY (RESD. FORM 23)

1321.12

(New 3/00)

The erection, construction, alteration, repair, or improvement of any state structure, building, road, or other state improvement of any kind is generally under the sole charge and direct control of DGS as authorized by [Public Contract Code Section 10108](#). **Exceptions** from this requirement may be granted if DGS determines its services in connection with such projects are not required.

When state agencies request authorization to carry out a project costing between \$111,000 and \$250,000 themselves, they must use the Request for Project Undertaking by State Agency, RESD Form 23. Departments within the Resources Agency must request RESD Form 23 authorization to undertake a project with a value of between \$111,000 and \$500,000. *Note: All projects must be reviewed and signed by the appropriate requesting agencies before Form 23 is submitted to DGS.*

AGENCIES WITH SEPARATE AUTHORITY TO UNDERTAKE PROJECTS
(New 3/00)

1321.13

The following agencies have authority to execute projects without DGS review or oversight:

Board of State Harbor Commissioners	Department of Water Resources
Department of Boating and Waterways	Regents of the University of California
Department of Transportation	Trustees of the California State University and Colleges
Community Colleges	

STATE SPACE ALLOWANCES STANDARDS
(Revised 01/02)

1321.14

The RESD is responsible for developing and implementing planning and design standards and determining space needs for state-owned and leased facilities. The following table delineates the maximum space allowances and space types for each job category. The allowances indicate net square feet and do not include space for circulation and special requirements outside the office/workstation space. These standards are general guidelines and can be modified and developed to meet specific job requirements of individual agencies and their employees.

Once an agency's design standards and space allocations have been developed and approved by RESD, any modifications must be reviewed and approved by RESD.

(Continued)

STATE SPACE ALLOWANCES STANDARDS		Maximum Net Square Feet by Space Type				
Job Category	EXAMPLES OF TYPICAL JOB TITLES	** CF Private	** CF Open	** CF Group	**MSF Open	**MSF Group
Executive	Cabinet Secretary, Agency Administrator, Board Chairperson, Department Director, Commissioner	300				
Administrators	Deputy Director, Assistant Director, Executive Secretary, Department/ Division Chief, Branch/Office Chief, Board Member	200				
Managers	Bureau Chief, Deputy or Assistant Chief, Section Head,	150				
Managers	Dept. Administrative Officer or Fiscal Officer, middle managers	150	150		112	
Supervisors*	Supervisor of large unit (10 or more)		125		96	
Supervisors*	Supervisor of small unit (9 or less), Asst. Unit Supervisor, First-line Supervisors.		110		96	
Attorneys***	Attorney	150	100	100	80	80
Technical Professionals	Architect, Engineer			100	80	80
Working Professionals	Analyst, Accountant, Social Service Worker, Business Service Officer, Correctional Officer, Referee		100	100	64	64
Clerical Supervisors*	Clerical Supervisor		75		64	
Clericals	Account Clerk, Office Technician, Office Assistant, Stock Clerk		75	60	64	40

* The need for privacy and confidentiality of personnel/labor relations issues should be considered through the effective location and configuration of work stations or placement of quiet rooms.

****Definition of Terms**

CF	Conventional Furniture: Freestanding furniture used to make up a workstation, whether in traditional open office design.
MSF	Modular Systems Furniture: System of interconnecting acoustical panels and hang-on components used to make up a workstation. Used in open office design.
Private	One person, individual, hardwall constructed office for classifications indicated. The RESD staff is available to work with agencies to prepare justifications for exceptions to these standards.
Open	Office design with a minimum of private offices. Emphasizes flexibility of reconfiguration, uses MSF or screens and conventional furniture.
Group	Hardwall constructed office with two or more persons sharing the working area. Used with compatible work functions.

Throughout the design process, RESD Space Planners shall work with the client to establish allocations of personal and programmatic storage and file space for each employee as appropriate to the selected strategies.

*** Applies to Trial Attorneys only, unless justification is submitted to RESD for review and approval.

ALTERNATIVE OFFICE STRATEGIES

1321.15

(Revised 01/02)

RESD shall assist agencies/departments in the design of office space through the use of appropriate Alternative Officing (AO) methodologies to better utilize existing and proposed space and to support employee alternative work schedules. AO strategies are:

Universal Plan	Standardized design of workstation area that allows departments to move people rather than furniture
Team Space	Open workspace arrangement involving workstations with fewer, lower partitions to facilitate communication and collaboration.
Shared Workspace	Two or more employees sharing a single, assigned workspace either during the workday or on different shifts or schedules.
Teleworking	Employees work at home, fielded offices or designated Teleworking Centers one to five days a week on either a formal or informal schedule.
Satellite Office	A full service office location used by full-time employees living nearby.
Free Address	Non-dedicated, unassigned workspace at an agency/department location available to the employee on a first-come, first served basis.
Hoteling	Non-dedicated, unassigned workspace at an agency/department location reserved by the employee via a designated coordinator, on an as-needed basis.

REQUESTS FOR PLANNING SERVICES

1321.16

(Revised 06/05)

Requests for space planning and alteration design services (excluding maintenance or repair) to state-leased or state-owned office and warehouse space, relocatable buildings, and trailers shall be submitted to CAMB on STD. Form 9. Requests to increase or decrease space shall be accompanied by a Space Planning Data form, RESD Form 4083. Requests may also be submitted to the RESD on-line. Your CAM can assist in getting you started.

REQUESTS FOR MODULAR SYSTEMS FURNITURE

1321.17

(Revised and Re-numbered 06/05)

Requests for Modular Systems Furniture (MSF) design, plan review, and/or processing of MSF orders from Prison Industry Authority, or the current contract vendor, should be submitted to CAMB on a STD. Form 9. Tenants are cautioned about altering or redesigning office layouts without the assistance of RESD to prevent code violations (Fire and Life Safety Codes, Americans with Disabilities Act or Industrial Relations regulations) and to maintain the functional integrity of the office plan.

CODE REQUIREMENTS FOR STATE-CONTROLLED AND STATE-OWNED FACILITIES

1321.18

(Revised and Re-numbered 06/05)

State Fire Marshal. Plans and specifications for new space and for alterations to existing space must be submitted to the State Fire Marshal for code compliance review and approval before commencement of alterations. The DSS obtains approval for all projects that it executes.

Health and Safety Code Compliance. Projects undertaken by the RESD meet all applicable regulations of the Department of Industrial Relations, Department of Health Services, and the Occupational Safety and Health Agency. The RESD's state leased space complies with local building and fire codes and state-owned space complies with Title 24 as administered by the State Fire Marshal. Your CAM can assist you in getting more information.

Seismic Certification. All buildings considered for occupancy by the state must meet a seismic performance objective of substantial life safety as outlined in FEMA 178, or meet 75 percent of the current building code.

(Continued)

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CODE REQUIREMENTS FOR STATE-CONTROLLED AND STATE-OWNED FACILITIES 1321.18 (Cont. 1)
(Revised and Re-numbered 06/05)

American with Disabilities Act Requirements. All state facilities must comply with the requirements of the Americans with Disabilities Act (ADA) access guidelines and Title 24 accessibility requirements. Current regulations are found in the California Administrative Code, Title 24, State Building Standards, and the Americans with Disabilities Act. The DSS coordinates the review and approval of plans by the Division of State Architect's Access Compliance Unit for projects in state-owned facilities.

Projects in leased facilities are reviewed by DSS for conceptual compliance with the ADA and Title 24 during the preparation of preliminary plans. Final compliance of the construction documents and completed facility is the responsibility of the building owner/lessor.

REAL ESTATE LEASING AND MANAGEMENT SECTION

PROGRAM SUMMARY, RESOURCES, AND CONTACTS
(Revised 06/05)

1322

The Real Estate Leasing and Management Section (RELMS) provides real estate services under the broad authority assigned to DGS for centralized business management functions. The RELMS consists of two primary units: Leasing Services and Lease Management Services. The RELMS mission is to contribute to the success of customer agencies and to the prosperity of all Californians by making the best use of the state's real estate assets and providing quality facilities for state operations in the most effective manner.

The CAMB is the initial point of entry for requesting leasing services. Request for new leases, amendments to existing leases, or renewals for offices, warehouses, or other facilities are to be submitted on a STD. Form 9, signed by someone specifically authorized by the requesting agency. The STD. Form 9 should be submitted to the CAMB. For additional information, clients should contact their RESD CAM or they may call the CAMB at (916) 376-1800 or CALNET 480-1800. Agencies should allow as much lead time as possible when submitting their request (18 months for new existing space and 36 months for a build to suit) and they should provide full information about staffing, functions to be conducted, and any special requirements or equipment to be housed. Staffing information and rental budget may require confirmation by the Department of Finance (DOF). The CAMB will assist in developing the information required by the DOF. Requests can also be submitted on-line. Contact your CAM to get started.

LEASING SERVICES UNIT
(Revised 06/06)

1322.1

Privately owned space. The RELMS Leasing Services Unit provides services to assist state agencies in leasing office, warehouse, labs and other specialized facilities in privately owned buildings pursuant to the statutory authority contained in Government Code Section 14669. In carrying out RELM's responsibility for leasing privately owned space, the Leasing Services Unit performs the following functions:

1. Initiates, negotiates, bids, and executes leases of real property for use by state agencies, including lessor financed, build to suit projects, and related amendments, extensions, and terminations related thereto.
2. Performs ongoing administration of leases to enforce compliance with lease terms and conditions.
3. Initiates, negotiates, bids, and executes leases with purchase options for modular buildings.

State-owned space. Responsibility for the assignment, design, and alteration of space in state-owned office buildings controlled by DGS is assigned to the RESD PSB, DSS, (SAM Section 1321) in coordination with the APEB and the BPMB. See SAM Sections 1310 and 1330 for information on these Branches.

(Continued)

(Continued)

LEASING SERVICES UNIT
(Revised 06/05)

1322.1 (Cont. 1)

Department of Finance Approval

The DOF approval of STD. 9 is required if either of the following conditions exist:

1. Rental costs (excluding one-time costs) as determined by RELMS are estimated to exceed \$300,000 in any year of the firm term of the lease. (Lease renewals are exempt unless a 10 percent or greater space increase or budget augmentation is required.)
2. The requesting agency will require a budget augmentation for any year within the firm term of the proposed lease. One-time costs associated with the space request, including moving, equipment, furniture, telephones, and data processing related costs must be considered.

During the development of a project, if it is determined that the actual costs are going to exceed DOF approved level initially estimated by RELMS, additional review and approval of DOF is required prior to execution of the lease.

Sublease of State-Leased Space—Leased space that becomes excess to the tenant agency's operations may be considered for sublease to other governmental or private sector tenants only after it has been determined that the space cannot be used by another state agency and the lease cannot be terminated by the state. Requests for subleasing space should be submitted to CAMB on a STD. Form 9.

Interagency Agreement—An agency proposing to make a portion of its leased space available to another state agency should prepare an Interagency Agreement form, STD. 13, and submit it to CAMB for processing. The CAMB will then forward it to RELMS for review and approval.

Requests for Warehouse or Storage Space—All STD. Form 9 requests for new warehouse or storage space exceeding 2,000 square feet will be reviewed by RELMS and the DGS Procurement Division, Material Services Section. They determine how an agency's needs can be accommodated, or if other alternatives exist, for example, the use of DGS Transit Storage warehousing services.

Leasing Market Information—RELMS leasing staff are familiar with rental rates and market conditions in most locations throughout the state, and often are knowledgeable about specific properties. In addition, RELMS has contracted with private brokerage firms in metropolitan areas to assist in the solicitation and selection of potential buildings for state agencies.

Food Preparation and Vending Machines—The Department of Rehabilitation (DOR) has priority for providing all food service facilities on state property. Tenant agencies must pay all costs for the construction of the facility, the monthly rental for the space, and utilities. Before vending machines may be installed in space that is controlled by the state, the department with control of the space must contact the Business Enterprise Program (BEP) located in the DOR. If the BEP elects not to provide the service, vending machines may be installed by another entity. All vending machine income, including commissions from those machines, must be forwarded to BEP pursuant to Welfare and Institutions Code Sections 19625 and 19630. A copy of the contract with the vending machine operator must be forwarded to DOR as soon as it is fully executed.

California Environmental Quality Act (CEQA)—The CEQA requires consideration of the environmental impact of specific state projects, which includes office leasing. It is generally the responsibility of the requesting agency (lead agency) to comply. Refer to the California Administrative Code Section 13000 et seq. The Environmental Services Section of the PSB is available on a fee basis to handle CEQA filing requirements. See SAM Section 1326 for more details.

LEASE MANAGEMENT UNIT
(New 06/05)

1322.12

The RELMS manages all leases executed by DGS on behalf of state agencies. This includes post occupancy activities that are necessary to ensure lease compliance by lessor and state agencies, the administration of escalation clauses, and the legal administration of ownership changes, address changes, and assignments. In emergency situations involving the health and safety of tenants, the agency should take immediate and necessary action to address the situation, contacting RELMS as soon as practical. Examples of such emergencies are: fire; broken water pipes and plumbing overflows; the presence of toxic, explosive, or noxious fumes or vapors; vandalism, and broken locks or glass.

Facilities Development Overview Training for Client Agency Personnel – Training that covers information and instructions on procedures to request new or additional leased space is recommended. It is available in a two-day course specifically designed for state agencies' business and facilities staff assigned to work with RELMS in the development of leased space. A course manual is available which provides detailed information for all aspects of leased facilities development. For more information about this course, contact RESD Training Coordinator at (916) 376-1853 or 376-1854 or CALNET 480-1853.

REAL PROPERTY SERVICES SECTION

PROGRAM SUMMARY, RESOURCES AND CONTACTS
(New 06/05)

1323

The Real Property Services Section (RPSS) offers a full range of real estate and property management services to all state agencies. The RPSS serves as the state's agent in the acquisition and disposal of state-owned real property for many state agencies, providing centralized services in the following areas:

Site selection	Leasing of state-owned property
Appraisal review	Appraisal review
Relocation assistance	Surplus property sales
Property management	Review of real estate transactions conducted by other state agencies
Appraisal	Due diligence studies for verification of title

LEASES ON STATE PROPERTY
(New 06/05)

1323.1

The CAMB is the initial point of entry for real estate services. To request real estate services other than leasing of privately owned space, agencies submit a STD. 29 to CAMB. Copies of STD. 29 may be obtained from CAMB at (916) 376-1800 or CALNET 480-1800.

Leasing State-Owned Real Property to Others.

The Director of DGS, with the consent of the state agency concerned, may lease state-owned real property to others for a period not to exceed five years. Leases of state-owned property are required to reflect fair market rental, with certain exceptions. Leases of state-owned real property for radio and television purposes (telecommunications leases) and other specified uses may exceed the five-year limit. When space permits, agencies may request that space in state facilities be leased to financial institutions in order to provide for Automated Teller Machines.

General Competitive Bidding Requirement for Leases of State-Owned Property.

Competitive bids shall be solicited for new leases or renewal of existing leases of state-owned real property, except for the following:

1. Leases where the agency has received prior approval from the RPSS to lease without solicitation.
2. Leases to nonprofit organizations and governmental agencies.
3. Telecommunications leases.

Commercial Advertising Signs.

There are restrictions regarding commercial advertising signs on state property. To obtain guidelines before entering into a lease for signage, clients may contact their RESD CAM.

ACQUISITION OF REAL PROPERTY
(Revised and Renumbered 06/05)

1323.12

The DGS has the general responsibility for approving the acquisition of real property, including exercising purchase options, for nearly all state agencies.

Appraisal of Real Property, Agencies with Real Estate Staff. The RPSS prepares appraisals of real property or specific property rights upon request. An appraisal review is an independent review of real estate appraisals that ensures the appraisals are prepared in conformance with accepted appraisal principles and techniques.

Acquisition of Real Property, Agencies without Real Estate Staff. As a full service real estate organization, RPSS can carry out all the necessary activities to acquire real property on behalf of state agencies. The RPSS can also provide advice and assistance to blend the efforts of agency staff and PSB staff when appropriate.

Acquisition of Real Property, Agencies with Real Estate Staff. Some state agencies have authority, staff resources, and expertise to carry out their own property acquisitions. In these cases the RPSS provides procedures for agencies to use. (Note: The procedures do not apply to acquisitions by the Department of Transportation or to the Department of Water Resources.)

Role of the State Public Works Board. The State Public Works Board approves the selection and acquisition of real property on behalf of the state.

Relocation Assistance. Public agencies, including the State of California, are required to provide relocation assistance and benefits to persons and businesses displaced as result of a public acquisition of real property. The RPSS prepares relocation plans and entitlement reports and provides relocation assistance for state agencies upon request.

Gifts of Real Property. Acceptance of gifts of real property to the state is subject to the approval of the Director of the Department of Finance (DOF). Prior to DOF approval, DGS reviews certain elements of the proposed gift. The agency being gifted will furnish documentation to RPSS to facilitate the review.

Transfers of Jurisdictions Between State Agencies. The DGS' approval is required for transfer of state-owned real property from one agency to another. Any compensation paid shall be at fair market value at the time of the transfer. Agencies are advised to obtain an appraisal from the RPSS or a certified appraiser to determine value. A transfer of property between two agencies financed from a common fund may be made with no compensation being paid, provided approval of the DOF has been obtained, and both agencies agree to the transfer.

MANAGING SURPLUS STATE LANDS
(Revised and Renumbered 06/05)

1323.13

Surplus land refers to land acquired by the state through purchase, condemnation, or donation, which is no longer needed for any state purpose.

Identification of Surplus State Lands—(Responsibility of Agencies). Government Code Section 11011 et seq. requires each state agency to annually review all proprietary lands under its jurisdiction to identify and report to RESD any land that is excess to the agency's foreseeable needs.

Reporting of Surplus State Lands—(Responsibility of DGS). DGS is required to annually report to the Legislature the lands identified as excess by state agencies and request authorization to dispose of the lands by sale or otherwise. The Annual Report to the State Legislature on Surplus Proprietary Land, which is prepared by the RPSS, provides information about the excess properties submitted by agencies. It also serves as the basis for DGS-sponsored legislation each year to obtain authorization to carry out the disposal of surplus properties.

Disposing of Surplus State Lands. After the Legislature authorizes the disposal of surplus properties, RPSS performs the activities necessary to carry out the sale, lease, exchange, or other disposition.

POSTING OF STATE PROPERTY

1323.14

(Renumbered 06/05)

Posting state-owned or state-leased property in an effort to protect it from misuse, destruction, vandalism, or criminal activity is the responsibility of the agency or department who controls the property. The agency or department shall coordinate the posting of property with the California Highway Patrol (CHP). Further information may be obtained from the CHP Field Services Section, (916) 323-1483, CALNET 473-1483.

STATE PROPERTY EASEMENTS

1323.15

(Revised and Renumbered 06/05)

Agencies are required to submit any proposed acquisitions of easements requiring execution or approval by the Director of DGS to RPSS. Acquisition of easements where the total amount to be paid by the state is less than \$1,000 are exempt, as long as the agency uses an agreement Form previously approved in writing by RPSS.

Requests to grant easements across state property generally require execution or approval of the Director of DGS. When such approval is required agencies should not negotiate with the grantee about the terms and conditions of the proposed grant until the RPSS determines the consideration for the grant.

Landholding agencies shall consider the effect of the proposed grant upon the environment and provide RPSS with the appropriate environmental document (s). RESD can assist agencies in developing the necessary environmental documents. You may contact your CAM for assistance.

Agencies shall not permit potential grantee use of state lands until authorized by an executed document.

COST ENGINEERING SECTION

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1324

(Revised 06/05)

The Cost Engineering Section provides the project managers and project team members with information and support to help them to complete projects within budget and on schedule and to provide project status information to client agencies and management. It focuses on all aspects of cost control for the PSB. Services provided by the Cost Engineering Section include project estimating and budgeting, project scheduling, and cost analysis.

PROJECT ESTIMATING UNIT

1324.1

(New 3/00)

The Project Estimating Unit prepares cost estimates for all phases of construction projects including change order estimates, value engineering and estimates of project fees.

SCHEDULING UNIT

1324.12

(New 3/00)

The Scheduling Unit prepares the office-wide master schedule, helps the project managers to prepare project schedules, monitors and tracks project progress, forecasts potential project delays, and recommends possible options for corrective action.

COST ANALYSIS UNIT
(New 3/00)

1324.13

The Cost Analysis Unit assists Project Managers on issues involving scope, cost and schedule. Other functions performed by the unit involve project administration and workload development for the Design Services Section, Special Programs Section, and the Construction Services Section. The Project Scheduling and Cost Analysis Units provide cost accounting reports for the Professional Services Branch and prepare financial and project status reports for their customers.

STATEWIDE REAL PROPERTY INVENTORY **1324.14**
(Revised and Renumbered 06/05)

The DGS' Responsibility

DGS is required to maintain a complete and accurate statewide inventory of all real property held by the State of California. This is called the Statewide Real Property Inventory. (SPI) and is comprehensive database of all state proprietary land holdings.

Agency's Responsibility.

State agencies that acquire, encumber, or dispose of real property are required to provide information to the DGS for inclusion in the State Property Inventory (SPI) and routing to the Secretary of State Archives. For assistance in determining the appropriate documents to be submitted, contact the RESD, SPI Unit at (916) 375-4052 or CALNET 480-4052.

ENVIRONMENTAL SERVICES SECTION

PROGRAM SUMMARY, RESOURCES, AND CONTACTS
(Revised 06/05)

1326

The Environmental Services Section (ESS) has extensive experience in the preparation of environmental documents including environmental impact reports/statements, as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). The ESS staff prepares environmental documents on a full range of projects such as institutional facilities (offices, fire stations, hospitals, armories, correctional facilities, parks, and museums) infrastructure improvements, environmental restoration, and regulatory programs.

The CEQA requires consideration of the environmental impact of specific state projects, including the leasing of office space. It is generally the responsibility of the requesting agency (lead agency) to comply. Refer to the California Administrative Code Section 1300 et seq. for more information. The Environmental Services Section is available on a fee basis to handle CEQA filing requirements. Please contact your Customer Account Manager to obtain this service. Specialized services include:

1. Development permits and/or consultation with environmental agencies for issues such as wetlands, waste discharge, endangered species, stream crossings, and traffic studies.
2. Site suitability studies as part of site selection and acquisition.
3. Assistance with community planning meetings and public involvement.
4. Environmental resources and site development studies.
5. Cultural resource and historical resource consultation and site surveys.
6. Assistance on project planning, budgeting, and site acquisition.

SPECIAL PROGRAMS SECTION

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1327

(New 3/00)

The Special Programs Section is responsible for managing the following mandated programs:

1. Seismic Building Program
2. Asbestos Program
3. Polychlorinated Biphenyl Program
4. Underground Storage Tanks Program

The Special Programs Section is also responsible for the Local Government Grant Program, the Earthquake Activated Gas Shut-off Devices Program, the Water Heater Bracing Program, and the Emergency Response Management Program.

SEISMIC BUILDING PROGRAM

1327.1

(New 3/00)

The State Seismic Building Program involves the categorization and seismic structural evaluation of state facilities and determination of which buildings will be retrofit. Services provided include:

1. Evaluations of buildings
2. Development of conceptual solutions and cost estimates
3. Management of retrofit project implementation
4. Database information on statewide seismic inventory

ASBESTOS PROGRAM

1327.12

(New 3/00)

The State Asbestos Program comprises four functions:

1. Asbestos survey and reporting
2. Asbestos abatement
3. Operation and maintenance
4. Property damage claims program

POLYCHLORINATED BIPHENYLS PROGRAM

1327.13

(New 3/00)

The Polychlorinated Biphenyls (PCB) Program is a program of remediation to comply with the Federal Toxic Substances Control Act of 1976 (40 CFR 761). Services include surveys and sampling of fluid filled electrical equipment to identify PCB contamination; development of contract plans and specifications to remove and replace hazardous PCB contaminated equipment; plans and specifications for the transportation and approved disposal of PCB contaminated equipment and articles including PCB contaminated fluorescent lighting ballasts.

UNDERGROUND STORAGE TANKS PROGRAM
(New 3/00)

1327.14

The Underground Storage Tanks (UST) Program is responsible for bringing the state-owned underground storage tanks into compliance with federal and state requirements. It also provides engineering and construction services for sites believed to be contaminated with toxics and/or hazardous wastes.

CONSTRUCTION SERVICES BRANCH

PROGRAM SUMMARY, RESOURCES, AND CONTACTS
(Revised 3/14)

1328

The Construction Services Branch (CSB) consists of two operational units. The Construction Management and Inspection Unit (CMIU), which provides construction management and contract document compliance inspection services for construction projects undertaken by the state.

The Direct Construction Unit (DCU) utilizes a combination of contracts and day labor under certain circumstances per [Section 10122 of the Public Contract Code](#) to directly accomplish construction projects.

MAJOR POLICIES AND SERVICES

- Available Services
 - Quality Assurance Inspection and Testing
 - Code Inspection to Ensure Compliance with Building Codes and Regulation
 - Field Level Management of Construction
 - Change Order Estimating and Negotiation
 - After-Contract Guarantee Enforcement and Dispute Resolution
 - Direct Construction Services
 - Administration of Construction Contracts

Contact information and additional program information on CSB's services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/resd/Home/ConstructionServicesBranch.aspx>.

CONSTRUCTION MANAGEMENT AND INSPECTION UNIT
(Revised 3/14)

1328.1

Statutory Authority

[Government Code Section 14951](#) states: "The State Architect has general charge, under the DGS, of the erection of all state buildings and shall have an inspector assigned to each building during its construction." Responsibility for this inspection has been delegated to CSB by the State Architect.

The focus of the Construction Management and Inspection Unit (CMIU) is to ensure that state building and related facilities are constructed in accordance with approved design and contract documents, in compliance and applicable codes and regulations, and to the highest quality standards. The CMIU headquarters is located in Sacramento but area offices are strategically located throughout the state.

The CMIU offers the following services:

1. Quality assurance inspection and testing
2. Code inspection to ensure compliance with building codes and regulations
3. Construction management services
4. After-contract guarantee enforcement
5. After-contract dispute resolution

DIRECT CONSTRUCTION UNIT
(Revised 3/14)

1328.12

The Direct Construction Unit (DCU) is the state's in-house construction contractor. It provides, for the use of all agencies, direct construction supervisors, casual trades craftspeople, and contracting available to provide direct construction services in case of emergency or when it has been determined to be in the best interest of the state to directly undertake the work per [Public Contract Code Section 10122](#).

BUILDING AND PROPERTY MANAGEMENT BRANCH

PROGRAM SUMMARY, RESOURCES, AND CONTACTS
(Revised 06/05)

1330

The Building and Property Management Branch (BPMB) manages, maintains, and operates state buildings and grounds. BPMB is a statewide operation with management units located in major cities throughout California. Its mission is to provide tenants and the public with a safe and healthy environment in which to conduct business, and to preserve the state's investment in real property and equipment through an efficient and effective centralized maintenance and operations program. BPMB offers full building and grounds maintenance and operations, including all labor, materials, and equipment, in most locations where services are provided.

BPM services include:

Building Cleaning

- Routine Building Management Inspections
- Assess conditions of material and equipment
 - Detect deterioration
 - Follow-up and evaluate maintenance and repairs

Groundskeeping

- Facility Operation and Maintenance
Trades, Crafts and Engineering Services
Emergency Preparedness and Response
Environmental Health and Safety Management

Contract Administration and Management:

- Security Guard Service
- Elevator Maintenance Service
- Window Cleaning
- Projects and Repairs

Oversight and Routine testing:

- Security Systems
- Switch Gear
- Fire Life Safety Systems
- Energy Management Systems

Equipment Operation, Maintenance and
Warranty Compliance

- Heating, Ventilating and Air Conditioning
Energy Management
Special Repair Projects
Structural Maintenance

Tenant Space Changes

The RESD'S CAMB is the initial point of entry for requesting new services. Clients wishing to engage the services of BPMB should contact their RESD CAM or they may call CAMB at (916) 376-1800 or CALNET 480-1800. For more information about CAMB, see SAM Section 1305.

Information pertaining to the location and/or use of a building's facilities and amenities (e.g., auditoriums, conference rooms, atriums, cafeteria, breakrooms, restrooms, concession stands, and other rooms); building directory services and bulletin boards; building services such as elevators, office temperatures, and lighting; hazardous or dangerous conditions and other related facility related areas can be directed to the building manager's office.

Additional information on BPMB's services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/resd/bpm/main.asp>. If you wish to write or call us, our mailing address and telephone number are:

Building and Property Management Branch
Real Estate Services Division
707 Third Street, 5th Floor
West Sacramento, CA 95605
(IMS Code Z-1)

Telephone: (916) 375-4967 or CALNET 480-4967
Fax: (916) 375-4968 or CALNET 480-4980

COST OF SERVICES

1330.1

(Revised 06/05)

Agencies pay rent for the space they use in buildings owned and operated by DGS. The rent covers regular building services, including all labor, materials and equipment. The DGS' Price Book lists the BPMB's hourly rates for services not covered in the rent. Your building manager may be contacted to answer any billing questions. Monthly invoices are generated directly to the requesting agency for:

1. Special building services that are not included in the rent, i.e., tenant services such as locksmithing, painting, carpentry, minor repairs, etc. Charges for special services are based on costs for time and materials. Your building manager can provide information on the services included in standard and special building services.
2. Services to special-funded buildings where costs are not recovered through rent. Charges to special fund agencies who own their building(s) are based on the actual costs of providing services.

BUILDING ALTERATIONS

1330.2

(Revised 06/05)

When an agency determines the need for a building alteration in a DGS-owned or managed building and funding of the proposal is approved, BPMB will complete the project with its in-house staff, or hire a private contractor. If a private contractor is hired, BPMB will let the contract and supervise the completion of the job.

USE OF BUILDINGS OUTSIDE REGULAR WORKING HOURS

1330.3

(New 3/00)

The DGS-owned and managed buildings are typically in operation from 7:00 a.m. to 6:00 p.m. In light of resource conservation, personal safety, and building security concerns, agencies are encouraged to minimize the use of state buildings outside of these hours. In many buildings, use outside of the regular operation hours requires the heating or cooling of the entire building.

If your agency's operations require use of a building outside of regular operation hours, please contact your building manager so appropriate staffing and other arrangements can be made.

PARKING IN LOADING DOCK AREAS OF STATE BUILDINGS

1330.4

(New 3/00)

Assigned parking is not permitted in loading dock areas in buildings under the jurisdiction of the DGS. Unauthorized vehicles may be towed at the vehicle owner's expense.

SMOKING IN STATE BUILDINGS

1330.5

(New 3/00)

[Government Code Section 19994.30-35](#) bans smoking in state-owned and state-leased space. This prohibition applies to any area enclosed by the outermost walls of the building. Atriums, balconies, stairwells, and other similar building features are considered within a building.

OFFICE PLANTS

1330.6

(Revised 06/05)

Purchase and care of office plants are not a service of BPMB. Budgetary justification, purchase, or lease of office plants by state personnel or by a service contract is the responsibility of the agency.

DISPLAY OF ART, POSTERS, AND NOTICES IN STATE BUILDINGS

1330.7

(New 3/00)

Posting signs, notices, or other written material in DGS-owned and managed office buildings is not allowed except on bulletin boards or other display equipment designed for this purpose. This policy is designed to prevent damage to painted surfaces and maintain a clear entry and exit. Commercial or political notices are not permitted. Artwork displayed in lobby areas will be shown only with the approval of the Director of DGS. The Director will designate a location and duration for display. If you plan a display, your justification should follow these guidelines:

1. Display will include work by more than one artist.
2. Display is not controversial.
3. Display is not commercial and/or not for sale.
4. State will not be liable for damaged or stolen artwork.

Further information on the display of artwork may be obtained by contacting your building manager. Information on the Art in Public Buildings Program can be found in [Government Code Section 15813 et seq.](#)

PURCHASE AND DISPLAY OF FLAGS AT STATE BUILDINGS

1330.8

(Revised 06/05)

General

Government Code Sections [420](#) and [430-439](#) provide basic information regarding the State Flag of California and the Flag of the United States. A pamphlet entitled *California Bear Flag* is available from DGS, Office of Procurement, Documents and Publications Section. Information pertaining to the Flag of the United States is available at a nominal charge from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. The [Flags of the World](#) web site also has information and links on this topic.

Purchase and Display

State law requires the State and American flags to be displayed at all state buildings when the state is the sole or major tenant of the building (occupying more than 50 percent of the available space). The flags must be flown outside the building and must be prominently placed although a freestanding flagpole is not necessarily required. Flying any other flags outside or on state buildings will require the approval of the Director of DGS.

The responsibility for purchase and display of flags is:

1. With an individual state agency when the agency is the sole or major tenant of the building, and the building is not maintained by DGS, BPMB.
2. With BPMB where that it manages and maintains the buildings and grounds.

Should a duly elected California official on behalf of a democratic sovereign nation or its duly appointed representative(s) request the flying of its national flag at a state building to commemorate or honor the special day, such request should be made in writing to the Director of DGS 60 days in advance of the event, when practical.

(Continued)

(Continued)

PURCHASE AND DISPLAY OF FLAGS AT STATE BUILDINGS

1330.8 (Cont. 1)

(Revised 06/05)

The Governor annually proclaims the third Friday of September to be known as Prisoner-of-War/Missing in Action (POW/MIA) Recognition Day. On that day the flag of the National League of POW/MIA Families shall be flown over certain prescribed state buildings and public buildings and grounds as specified in Military and Veterans Code Section 1831.

Flying the Flag at Half-mast

Generally the American flag is flown at half-mast at state buildings only by presidential and/or gubernatorial decree. In the event a state agency wishes to fly flags at half-mast, authorization will be obtained from their agency secretary. The state flag shall be displayed in the same manner as the American flag.

BUSINESS OPERATIONS, POLICY AND PLANNING BRANCH

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1335

(Revised 06/05)

The Business Operations, Policy and Planning Branch (BOPPB) provides the necessary support and administrative services to all elements of RESD, except for services provided at the DGS departmental staff level. BOPPB focuses on service to the line organizations. Services provided by BOPP to RESD include human resources, business services, contract administration, RESD financial management and budgeting, customer billing, information systems, performance monitoring and reporting, real property inventory, continuous improvement and other general support.

Additional information on BOPP's services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/resd/bopp/main.asp>. If you wish to write or call us, our mailing address and telephone number are:

Business Operations, Policy and Planning Branch
Real Estate Services Division
707 Third Street, 1st Floor
West Sacramento, CA 95605
(IMS Z-1)

Telephone: (916) 376-1857 or CALNET 480-1857
Fax: (916) 376-1856 or CALNET 480-1856

SAM – REAL ESTATE SERVICES DIVISION

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**PUBLIC WORKS PROJECT AUTHORIZATION
AND TRANSFER REQUEST – FORM 22**

RES D Form 22 (Rev. 06/99)

**RES D
ORIGINATING OFFICE**

☐ PSB ☐ PMB

☐ B&PM ☐ Other

DOCUMENT NUMBER
WORK ORDER NUMBER
DATE

The Department of General Services is hereby authorized to proceed with the following project, and the State Controller is hereby requested to transfer funds to the Architecture Revolving Fund in the amount shown below in accordance with Sections 14957 et seq of the Government Code.

DESCRIPTION OF PROJECT

PUBLIC WORKS BOARD APPROVAL DATE	TOTAL ESTIMATED PROJECT COST
PRIOR EXPENDITURES FOR PRELIMINARY PLANNING (To be capitalized on completion of project)	APPROVED, DEPARTMENT OF GENERAL SERVICES
\$0.00	TITLE
	DATE

SPACE BELOW FOR AGENCY USE

SOURCE OF FUNDS

(IF MORE THAN ONE FUND OR APPROPRIATION, SHOW AMOUNT TO BE TRANSFERRED FROM EACH)

FUND	APPROPRIATION (Name and Chapter Number)
APPROVED BY	DATE
I hereby certify upon my own personal knowledge that budgeted funds are available for this encumbrance.	BUDGET ALLOTMENT TITLE
	DATE
	UNENCUMBERED BALANCE BEFORE POSTING THIS ESTIMATE
	(AFTER T.B.A. OR B.R. NO...)
	AMOUNT TO BE TRANSFERRED:
APPROVED BY	TITLE
	DATE

DEPARTMENT OF FINANCE APPROVAL

SIGNATURE	TITLE	DATE
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DISTRIBUTION: 1. Original - CONTROLLER, ACCOUNTING 2. PSB / PMB / B&PM 3. AGENCY 4. DEPT OF FINANCE 5. ACCOUNTING (Cap. Outlay)

SAM – REAL ESTATE SERVICES DIVISION

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State of California

Request for Project
Undertaking
By State Agency

RES Form 23 (REV 2-00)



STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

Department	_____	No.	_____
Organization Unit	_____	Date:	_____
Address	_____		
Phone	_____		
Contact Person	_____		

Authorization is requested for above-named agency to do the following described work under its own supervision. The total cost of each project listed below will not exceed limitations imposed by law.

Projects will be advertised for bids in compliance with Public Contract Code Sections 10108 and 10140 and SAM Section 1321.12. Projects for public buildings and facilities will comply with Section 4454 of the Government Code, "Access to Public Buildings by Physically Handicapped Persons."

Description of proposal work and estimated cost of project:
(Use additional page if necessary)

Project Name:

☐ Plans and ☐ Specifications included:

Work is proposed to be done by:

☐ Contract ☐ Direct Construction Unit Explain why if the work is proposed to be done by Direct Construction Unit

State Fire Marshal Approval
Date: _____

DSA Access Compliance Approval
Date: _____

DSA Essential Services Building Approval
Date: _____

SHPO Approval
Date: _____

The undersigned certifies that all work to be done under this request complies with requirements of CCR Title 24
Agency Officer or Designee Title: _____ Date: _____

I hereby certify upon my own personal knowledge that budgeted funds are available for the function and object of the expenditure as indicated above.
Agency Accounting Officer: _____ Title: _____ Date: _____

Estimated Project Cost
Date of Estimate: _____

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☐ Project Rejected (see attached) or Approval Denied (see attached)

☐ Direct Construction Project

The estimated cost of work to be performed by Direct Construction does not exceed the statutory limits under Public Contract Code Section 10108. Authorization is granted to perform the above work.

☐ Contract Project

The estimated cost of the project does not exceed the statutory limits under Public Contract Code Section 10108 and, in our opinion, the services of the Department of General Services are not required. The above State agency is hereby authorized to carry out the above project subject to the provisions of law.

Approved by: _____

Title: _____

Date: _____

Note: Approval to proceed with this work does not indicate approval of any contracts necessary for the completion of projects.

Estimated cost must be completed by agency.

The applicable laws pertaining to such construction are referenced in Title 1, Division 5, Chapters 1, 2, 3 and 4 of the Government Code and Part 7, Chapter 1, Articles 1,2,3, and 4 of the Labor Code, as amended.

Form 23
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